



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7000.19  
N8  
18 July 2001

## COMSC INSTRUCTION 7000.19

Subj: DELEGATION OF AUTHORITY FOR THE ADMINISTRATIVE CONTROL  
OF FUNDS

Ref: (a) 31 USC Section 1301(a)  
(b) 31 USC Section 1517  
(c) ASN (FM&C) memorandum of 3 June 99  
(d) Department of Defense (DoD) Financial Management regulation (FMR)  
7000.14-R, Vol 14 (1 Aug 1995)

1. Purpose. To provide guidance relating to the delegation of authority for the administrative control of funds.
2. Applicability. This instruction applies to all Military Sealift Command (MSC) Program Managers, Functional Directors, Special Assistants, Afloat Personnel Management Center (APMC), Area Commanders and MSC Offices (MSCOs) and should be read in its entirety.
3. Definitions
  - a. Funds Administrators (FA) - Persons identified, in writing, as having responsibility for reviewing commitment of funds to ensure that sufficient funds are available to cover the requisitioned amount, that the purpose of the requisition is consistent with the authorized purpose of the fund or account and that the requisition does not violate any special or recurring provisions and limitations on the incurrence of obligations.
  - b. 31 USC 1301a - A federal law which states that appropriations shall be applied only to the objects for which the appropriations were made, except as otherwise provided by law.
  - c. 31 USC 1517 - A federal law which states in part that an officer or employee of the United States Government shall not make or authorize an expenditure, or obligation exceeding -

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- (1) An apportionment; or
- (2) The amount otherwise permitted by regulations.

d. Multiple Year Contracts. Contracts whose fixed period for services extends beyond the current fiscal year or covers more than one year.

4. Background. References (a) through (d) prescribe requirements for ensuring that the appropriate type of funds are used for the purpose designated/appropriated, and that the appropriations used are neither overobligated nor overexpended. The Financial Management System (FMS) is MSC's official accounting system and is used to record all commitments (requisitions), obligations (purchase orders) and expenditures (receipts). Therefore, to ensure compliance with stated references, the following requirements apply:

a. All available funds must be identified, controlled and recorded in FMS from the time received through expenditure and disbursement to the appropriate project or to the lowest task level.

b. All available funds must be identified with authorized purposes by account and period of availability for new requisitions and for the period of expenditure.

c. All special or recurring provisions and limitations on the commitment, obligation and expenditure of funds, as further identified on the funding documents, must be adhered to.

d. All requisitions must be reviewed to ensure that sufficient funds are available to cover the requisition amount, use of funds is consistent with the authorized purpose, and that the requisition amount does not violate any special or recurring provision or limitation.

5. Policy. MSC's Comptroller is the issuing/authorizing official for all funding documents, except those outlined in paragraph 7. Comptroller personnel authorized to act as FAs and sign funding documents will be designated in writing. Delegation of authority for the administrative control of funds includes:

a. Approving all requisitions within FMS.

b. Approving and/or signing all hard copy miscellaneous documents (i.e., 2275s, 2276s, 2276As, etc.), and amendments thereto, which create or authorize commitments, obligations and expenditure of funds (if required).

6. Responsibility

a. Funds Administrators (FAs). FAs shall ensure that:

(1) Funding documents are proper as to purpose, time and amount. They shall ensure that accounting classifications, including correct fiscal year(s), are cited and that the proposed use of funds does not violate any special or recurring statutory provisions or limitations on funds. Particular care needs to be exercised to ensure that sufficient obligational or contractual authority is available to cover multiple year contracts at requisitioning to assure that obligation amounts ultimately entered into the accounting system reflect true government liability as contained in the contract. Therefore, without exception, multiple year contracts will be reviewed at Headquarters (HQ) and approved by designated N8 HQs personnel.

(2) All requisition documents are recorded promptly in the accounting system (FMS).

(3) No document is approved that will commit funds in excess of the amounts authorized.

(4) Statements of work on the requisition are clear and concise, identifying the specific work to be accomplished and providing the necessary detail to ensure proper funding; documents that require clarification are returned to the originator, whenever necessary.

b. Funds Administrators' Supervisors. Funds Administrators' Supervisors will ensure that:

(1) FAs are familiar with the requirements discussed in this paragraph.

(2) All FAs, inclusive of those responsible for purchase cards, travel and shipboard Operating Targets (OPTARs), receive fiduciary training at least annually.

7. Exceptions. Neither reference (a) nor reference (b) responsibilities are delegated by the Comptroller for travel, purchase cards or shipboard requisitions. The Comptroller will issue OPTARs to individuals authorized to issue/sign travel documents and initiate shipboard requisitions. For purchase cards, MSC's Program Coordinator will provide delegation of authority in accordance with reference (c).

a. Purchase Cards. Purchase cards are used to purchase goods and services of relatively small dollar amounts and all purchase cardholders receive mandatory training. In accordance with reference (c), the ultimate responsibility for purchases being proper is with the cardholder.

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b. Travel. Travel usually involves relatively small dollar amounts. However, the supervisor of the traveling employee is ultimately responsible for ensuring travel is only performed for authorized purposes and within authorized travel funds.

c. Shipboard Requisitions. In the case of shipboard requisitions, neither the 1301a nor 1517 responsibility is delegated. The responsible Comptroller's Office personnel will only issue OPTARs for such requisitions, when adequate administrative systems are in place. Generally, OPTARs will only be issued for items involving insignificant dollar amounts and/or for items procured from other Government agencies.

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G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41D (MSC Offices)

41E (APMC)